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ANNUAL REPORT

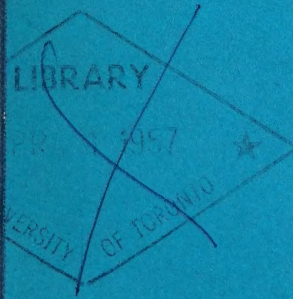
Government
Publications


OF THE

DEPARTMENT OF
PUBLIC PRINTING
AND STATIONERY

FOR THE FISCAL YEAR ENDED

MARCH 31, 1956





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*Canada. Dept. of Public Printing and
Stationery*



Annual Report

(of the

Department of Public Printing and Stationery)

for the fiscal year

**Government
Publications**

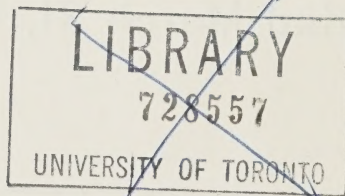
Ended March 31, 1956

Edmond Cloutier, C.M.G., O.A., D.S.P.
Queen's Printer and Controller of Stationery
Ottawa, 1956

Price, 25 cents.

Government
Publications

Government
Publications



*To His Excellency The Right Honourable Vincent Massey, C.H.,
Governor General and Commander-in-Chief of Canada.*

SIR,—I have the honour to lay before Your Excellency the report of the Department of Public Printing and Stationery for the financial year ended March 31, 1956.

Respectfully submitted,

ROCH PINARD

*Secretary of State of Canada and Minister charged
with the administration of the Department
of Public Printing and Stationery.*

OTTAWA, 1956.

ANNUAL REPORT

of the Queen's Printer and Controller of Stationery

THE HONOURABLE ROCH PINARD, P.C., M.P.,
Secretary of State of Canada and Minister in charge of the
Department of Public Printing and Stationery,
Ottawa, Canada.

SIR:

I have the honour to report on the activities of the Department of Public Printing and Stationery as directed by Section 36, Chapter 226, the Public Printing and Stationery Act, R.S. 1952.

Reviews by officers in charge of the various services of the department will be found on pages indicated hereunder.

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On March 31st, the staff of the department totalled 510 salaried employees as compared with 476 last year. There were 976 prevailing rate employees (in the printing and other trades) as compared with 919 last year. Thus there was an increase of 34 salaried employees and 57 prevailing rate employees respectively. Included in these figures are the staffs of the Sales and Distribution Branch, Purchasing, Stores and Stationery Branch, Office Machine Repair Section and Departmental Services.

This overall staff increase is due largely to a corresponding increase in the services provided by the department. A substantial portion of this additional staff was transferred from other departments or agencies of the Government and is not therefore, an increase in the overall Government personnel strength.

During the past fiscal year the wage rates paid to production staffs increased, and during the past two years the number of hours in the working week have been reduced from 44 to 40 hours in the letterpress trades and to 37.5 hours in the offset trades. Despite this reduction in working hours and the increase in rates, we have through the introduction of modern equipment and through constant control over production and methods, still been able to maintain the same chargeable hourly rates. Relating the volume of inside printing sales to the actual number of employees engaged in printing production, the result in comparison with commercial printers is equivalent to \$12,000 worth of production per employee.

This year there was a net loss of \$52,287 in the operations of the Printing Branch. As it is the policy to charge Parliament and departments for the actual cost of printing, it has been found impossible to end the year without some slight difference between costs and sales. But since our sales of inside printing amounted to \$6,640,569 this represents a differential of less than 1 per cent.

You will observe that the Stationery Branch shows a profit of \$108,544 on sales amounting to \$2,745,311 or less than 5 per cent. This profit is due to the fact the majority of stationery items are purchased in bulk and sold to departments in small job lots.

The Typewriter Division showed sales of \$779,272, and a loss of \$17,370, or less than 3 per cent of the total. As in the case of the Printing Branch this loss is accounted for by the margin of error in the rates charged departments for repairing and overhauling equipment as opposed to the actual cost for these services.

The increase in the total volume of printing is represented entirely by the sales of our outside printing units. The volume of the outside printing units largely reflect the amount of work which was produced formerly by other departments on spirit duplicators and by their staff. This work is now being produced by units of this department at substantial savings.

The revenue from the sale of publications to the public increased from \$281,653 in 1954-55 to \$352,455.49 in 1955-56. This is a clear indication that our sales promotion and advertising campaign is reaching an ever-widening audience. This is borne out by the fact that the sale of publications with a popular appeal continues even when no new publications with sales appeal are offered.

Respectfully submitted,

EDMOND CLOUTIER,

Queen's Printer and Controller of Stationery.

OTTAWA, December 1956.

Printing Branch

Most of the following statements have been abstracted from production reports submitted during the year. They give a good indication of the volume of work.

Every operation performed throughout the plant for the processing of the thousands of printing jobs during the year is not shown in detail. Instead, typical items of production are shown to exemplify total operations.

The following is a comparative statement showing the man-hours worked at the main plant and at the various outside units:

	1954-55	1955-56
Printing Bureau.....	1,172,992	1,244,459
Victoria Island Unit.....	152,494	137,946 ¹
Canadian Building Unit.....	211,413	191,785 ¹
Nicholas St. Unit.....	111,085	100,459 ¹
Bureau of Statistics.....	74,196	81,900
Besserer St. Unit.....	20,530	25,017
Preston St. Unit.....	19,723	29,678
Cartier Square Unit.....	68,640	75,726
Mackenzie Ave. Unit.....	1,528	8,618
Microfilm Unit.....	14,983	12,039 ¹
	<hr/> 1,847,584	<hr/> 1,907,627

Production Statements

PRINTING BUREAU

The number of printing requisitions received at the main plant from the various government departments was as follows:

Inside processing.....	13,399
Outside processing.....	4,468
Total.....	<hr/> 17,867

The number of job instruction bags issued by the planning office was 16,272.

At the end of the fiscal year there were 2,526 jobs at various stages of processing in the plant.

COMPOSITION DIVISION

The total number of ems set on the linotype machines was 193,696,911 as compared to 175,261,737 for 1954-55, an increase of approximately 10 p.c.

The monotype machines composition was 102,768,548 ems as compared to 103,940,493 for the previous fiscal year. The decrease of approx. 1,000,000 ems was due to the loss of keyboard operators for some of the time.

The monotype sorts cast weighed 459,405 lbs. as compared to 494,390 in 1954-55.

¹Total for 11 months only. The number of hours for March 1956 is included with Printing Bureau.

VARI-TYPE SECTION

During the year 1956, the Vari-type Section produced over 486 jobs. This figure includes such major operations as a 350 page $8\frac{1}{2}'' \times 11''$ book. Another publication produced had 225 pages.

A start was made in producing copy for the Patent Record. This involved the formulation of completely new concepts in the setting of "cold type". In the field of forms, a total of over 450 were set of varying sizes and complexity. Many of these required considerable fact finding before the jobs were completed.

Through the use of Fotolist equipment, it was found possible to produce, among other jobs, a 480 page list for the Department of Transport and a 1,000 page index to Hansard for the House of Commons. Another large item produced was a 400 page listing for the National Research Council.

In the year 1957, it is planned to expand the scope of the Fotolist equipment and it is expected that very substantial savings in public funds will be realized.

PRESS DIVISION

	IMPRESSIONS	
	1954-55	1955-56
<i>Letterpress section</i>		
Large cylinder presses.....	32,829,460	32,453,403
Pony cylinder presses.....	11,807,094	11,978,449
Vertical presses.....	24,211,832	23,418,244
Rotary envelope presses.....	10,163,660	8,719,250
Platen presses.....	8,080,038	8,371,058
Heidelberg presses.....	3,391,918	3,305,531
<i>Offset section</i>		
22" x 34" presses.....	8,921,308	10,213,427
17" x 22" presses.....	5,300,790	5,720,020
Plates made.....		4,002
<i>Embossing Section</i>		
Letterheads, envelopes, cards.....	2,185,679	2,589,324
Totals.....	106,891,779	106,772,708

BINDERY DIVISION

	1954-55	1955-56
Inches of paper ruled.....	345,643,514	256,044,402
Sheets folded.....	35,402,788	36,051,581
Self-covered pamphlets.....	15,419,984	16,486,164
Publications trimmed (3-way cutter).....	5,204,765	5,628,217
Segs or book sections sewn.....	5,082,641	5,782,602
Pamphlets wired and covered.....	2,251,160	2,383,142
Pads made.....	1,032,448	426,455
Units stripped or taped.....	632,600	514,095
File folders.....	536,335	653,307
Sheets crimped.....	499,339	377,776
Sheets gummed.....	376,787	572,644
Cheques perforated—numbered and made-up in books.....	335,000	150,540
Cloth-back books bound.....	272,700	236,490
Units eyeletted.....	117,341	211,625

BINDERY DIVISION—*Concluded*

	1954-55	1955-56
Book sections oversewn.....	110,383	92,340
Wire-bound notebooks.....	90,509	194,413
Volumes and reports bound.....	89,132	66,460
Book cases.....	78,323	54,827
Blank books.....	34,334	82,042
Loose-leaf binders.....	10,235	12,509
Desk pads.....	8,084	15,233
Miscellaneous library books bound.....	4,564	6,460
Newspaper volumes bound.....	179	
Totals.....	413,233,145	326,043,324
Sheets drilled or perforated.....	Not available	56,799,887
Book pages numbered.....	"	1,603,933
Publications gathered, stitched or hand covered on Juengst machine.....	"	2,759,394
Totals.....		61,163,214

PRINTING UNITS OUTSIDE OF MAIN PLANT

VICTORIA ISLAND UNIT

	1954-55	1955-56
Jobs handled during year.....	3,353	3,954
Number of pages printed.....	59,666	86,300
Plates made.....	8,850	14,252
Negatives made.....	57,500	85,539
Copies printed.....	99,053,239	102,505,992
Total number of impressions, sizes over 14" x 20".....	31,337,592	34,151,510
Plates received or made for printing.....	32,192	35,336
Total number of impressions, sizes up to 14" x 20".....	13,810,112	11,024,498

PATENT PRINTING UNIT¹

	1954-55	1955-56
<i>Patent Record</i>		
Folios of copy.....	39,287	42,511
Pages made-up.....	7,490	8,197
<i>Separate Patents</i>		
Folios of copy—set by teletype perforators....	79,899	77,655
Folios of copy—set by linotype.....	69,907	73,605
Pages made-up for separate pat.....	41,199	42,129
Number of ems set—teletype tape.....	96,803,632	105,448,792
Number of ems set—manually on linotype....	108,427,964	126,211,527
<i>Trade Mark Journal</i>		
Number of pages set, made-up, photographed and printed.....	252	673
<i>Lithographic Section</i>		
Camera shots made.....	15,200	14,487
Separate pieces photographed.....	40,550	35,794
Photographic plates made.....	16,066	16,430
Plates made by Xerox process.....	36,864	50,791
Plates printed on Multilith presses.....	102,224	113,178

¹Located in Canadian Building.

PATENT PRINTING UNIT—*Continued*

<i>Impressions</i>	1954-55	1955-56
Separate patents.....	4,806,331	4,665,787
<i>Bindery Section</i>		
Separate patents delivered.....	11,611	10,846
Text pages contained in above.....	47,414	45,964
Drawings contained in above.....	19,550	20,701
Jobs delivered to various departments.....	2,698	3,739
<i>Ozolid Process</i>		
Units processed.....	Not available	5,861

NICHOLAS STREET UNIT

	1954-55	1955-56
Jobs processed.....	3,032	2,584
Pages printed.....	17,535	19,200
Copies printed.....	3,336,996	15,072,003
<i>Composing Section</i>		
Linotype ems set.....	8,445,571	9,487,841
Monotype ems set and cast.....	4,431,284	5,159,184
<i>Letterpress Section</i>		
Impressions		
Size: 10" x 15".....	219,828	177,075
14" x 20".....	1,778,614	1,851,136
28" x 42".....	1,561,807	1,169,768
Photostat copies.....	6,263	14,062
<i>Lithographic Section</i>		
Impressions		
Size: 17" x 22"—17½" x 24½".....	3,369,135	3,490,427
22" x 34"—25½" x 35½".....	5,511,510	5,766,145
35" x 45".....	3,502,537	3,728,570
Plates made.....	—	2,610
<i>Envelope Section</i>		
Stamped envelopes printed and made.....	32,558,962	28,708,000

BUREAU OF STATISTICS UNIT

	1954-55	1955-56
Requisitions received.....	3,225	3,555
Jobs processed.....	7,103	7,211
Camera shots taken.....	19,158	18,541
Plates received or made for printing.....	—	17,550
<i>Impressions</i>		
Offset		
Size: 14" x 20".....	9,732,540	16,089,425
17" x 22".....	4,475,911	5,586,135
22" x 34".....	6,622,213	9,206,462
Letterpress.....	1,912,941	2,188,781

BUREAU OF STATISTICS UNIT—*Concluded*

<i>Bindery work</i>	1954-55	1955-56
Sheets collated.....	—	959,330
Sheets folded.....	7,974,762	11,978,773
Sheets drilled.....	4,240,342	6,113,639
Sheets cut/trimmed.....	—	36,407,100
Book sections sewn.....	—	32,012
Pamphlets gathered/stitched.....	—	3,070,022

CARTIER SQUARE UNIT

	1954-55	1955-56
Plates received or made for printing.....	—	211,049
Total number of impressions.....	38,701,394	49,045,634

BESSERER STREET UNIT

Plates received or made for printing.....	—	29,749
Total number of impressions.....	24,846,178	26,986,323

MACKENZIE AVENUE UNIT

Plates received or made for printing.....	—	2,866
Total number of impressions (Oct. 1954 to March 1955).....	5,542,370	9,622,115 ¹

PRESTON STREET UNIT

Plates received or made for printing.....	—	24,477
Total number of impressions.....	32,693,382	34,141,317

CANADIAN BUILDING UNIT

Plates received or made for printing.....	—	104,817
Total number of impressions.....	28,555,911	30,653,310 ²

ESQUIMALT UNIT

Plates received or made for printing.....	—	33,235
Total number of impressions (Sept. 1954 to March 1955).....	3,757,389	7,332,785

VANCOUVER UNIT

Plates received or made for printing.....	—	16,451
Total number of impressions (Nov. 1954 to March 1955).....	1,759,086	5,204,895

HALIFAX UNIT

Plates received or made for printing.....	—	79,032
Total number of impressions.....	25,532,862	17,158,260 ³

TORONTO UNIT

Plates received or made for printing.....	—	52,600
Total number or impressions (July 1954 to March 1955).....	5,117,957	11,602,907 ⁴

¹Includes production of sub-unit at Income Tax Division.²Includes production of sub-unit at Department of Public Works.³Includes production of sub-units at Cornwallis and Shearwater.⁴Includes production of sub-unit at Oakville.

MONTREAL UNIT

Plates received or made for printing.....	—	22,503
Total number of impressions (Sept. 1954 to March 1955).....	2,746,249	11,055,694

KINGSTON UNIT

	1954-55	1955-56
Plates received or made for printing.....	—	24,122
Total number of impressions (March 1955)...	18,731	4,324,369

EDMONTON UNIT

Plates received or made for printing.....	—	18,322
Total number of impressions.....	not in operation	4,634,754

COBOURG UNIT

Plates received or made for printing.....	—	17,794
Total number of impressions (January to March 1955).....	1,887,692	7,569,665

CAMP BORDEN UNIT

Plates received or made for printing.....	—	31,495
Total number of impressions.....	not in operation	4,999,577

CLINTON UNIT

Plates received or made for printing.....	—	10,477
Total number of impressions.....	not in operation	1,597,722

WINNIPEG UNIT

Plates received or made for printing.....	—	6,928
Total number of impressions.....	not in operation	<u>1,882,408</u>

SUMMARY

Number of impressions by units and sub-units outside of main plant.

	1954-55	1955-56
Impressions, sizes over 14" x 20".....	54,818,898	61,929,549
Impressions, size 14" x 20".....	—	15,687,212
Impressions, size 10" x 14".....	198,262,111	242,436,425
Totals.....	<u>253,081,009</u>	<u>320,053,186</u>

Purchasing, Procurement and Stores Branch

The Report covering the various divisions of the Branch are outlined hereunder. This report is made up of reviews prepared by the heads of each division.

GENERAL PURCHASING DIVISION

Purchases

Office Machines.....	\$ 1,446,341
Office Machine Spare Parts.....	49,636
Stationery.....	5,110,702
Paper.....	4,055,992
Plain Envelopes.....	157,815
Plant Equipment.....	378,720
Plant Supplies.....	977,627
	<hr/>
	\$ 12,641,372

Purchases outside of Canada in the amount of \$371,388 are included in this amount broken down as follows:

England.....	\$ 137,525
U.S.A.....	233,863
	<hr/>
	\$ 371,388

Summary of Work Performed

1. Requisitions received.....	29,438
2. Tenders.....	1,147
3. Price inquiries.....	6,505
4. Purchase orders.....	34,189
5. Orders on Paper Stores.....	1,153
6. Orders on Printing and Maintenance Stores.....	253
7. Letters and memoranda.....	4,152

Purchases by Outside Units

Under authority granted to them for this purpose, Outside Units issued 1,258 purchase orders for a total money value of \$139,348. Price lists of all important commodities were supplied to these Units.

Covering requisitions

The value of covering requisitions submitted by Departments amounted to \$36,184. The main categories affected were stationery and printing supplies for which the respective amounts were \$26,569 and \$7,909.

Changes in Organization

Bulk purchasing was introduced for common-use machines like adders, copyholders, typewriters, postal scales. As a result, the number of requisitions processed was greatly reduced and lower prices were secured.

The purchasing of stationery and school items for the Department of National Defence dependents' schools was taken over by the Branch during the year. The first requisitions for the dependents' schools of the Department of National Defence were received in February. There are 62 such Schools with a combined current enrollment of 17,060.

Product Research Activities

The continuing importance of our activities in the field of product research is well illustrated by the following work summary.

1. C.G.S.B. Specifications Meetings attended.....	14
2. Specifications—begun	
(completed involved 19 drafts).....	10
(in process 11 drafts to date).....	8
3. Tenders analysed and reported on (associated saving \$173,493).....	123
4. Customer Department complaints investigated and adjusted.....	38
5. Quality control checks arranged or performed.....	54
6. Research projects—	
(a) which involved the use of Department of Public Works Laboratory facilities:—	
begun.....	11
completed.....	9
in process.....	2
(b) other	
begun.....	16
completed.....	10
in process.....	6
7. Plant visits (involved 12 days absence).....	18

Savings

Savings on purchases exceeded \$377,000, and are recapitulated in the table below.

Method—Savings—Category

	Office Machines	Stationery	Paper and Envelopes	Plant Supplies	Total
	\$	\$	\$	\$	\$
1. Securing lower priced equivalents.....	8,742	31,065	1,812	2,266	43,885
2. Purchasing from lowest sources (amount indicated is the difference between price paid and average of all bids or prices received from regular suppliers).....	15,945	182,152	31,601	29,779	259,477
3. Securing bulk requisitions from customer departments.....	14,781	154	—	1,597	16,532
4. Consolidating purchases when several requisitions received for the same items..	—	706	—	454	1,160
5. Making use of PPS facilities.....	—	—	49,602	781	50,383
6. Purchasing raw materials and manufacturing separately.....	—	—	5,605	—	5,605
7. Obtaining credit notes for overcharges discovered in coverings and other invoices which come to our attention.....	—	3	19	69	91
	39,468	214,080	88,639	34,946	377,133

Outside Printing Division

Printing requisitions received.....	6,160
Quotations and/or tenders prepared.....	14,311
Purchase orders issued.....	6,420
Proofs in transit processed.....	9,756
Requisitions prepared for the procurement of paper stocks.....	2,382
Advertisements placed in various newspapers.....	1,168
Total value of orders placed.....	\$4,443,953

Procurement Division

The Procurement Division, combines the former Stationery Procurement Section, with that part of the Pre-Edit Section involving stores ledger control. The Division began operations as such on April 1, 1955.

During the year ledger control was maintained over Stationery, Paper, Printing and the sub-stores of the various units. The addition of five more sub-stores in the Mackenzie Ave., Edmonton, Camp Borden, Clinton and Winnipeg Units brought the total of stores and sub-stores under ledger control to twenty-six at year's end.

Procurement of Stationery Stores issued 2002 Purchase requisitions and 267 Printing requisitions.

Ledger control of Stationery Stores entailed the processing of 21,977 requisitions totalling 154,984 items.

The issuing of materials from our main and sub-stores involved the processing of 60,509 paper stores tickets and 43,117 printing stores tickets by the section.

The following is a statement showing the activity of the Procurement Division for the year 1955-56:

Purchase Requisitions for Stationery checked.....	2,002
Printing Requisitions for Stationery checked.....	267
Receipt Voucher checked.....	6,180
Letters and Memoranda.....	1,908
Inquiry Calls: In.....	9,351
Out.....	5,339
Stationery Stores Requisitions processed.....	21,977
Number of Items.....	154,984
Paper Stores tickets processed.....	60,509
Printing Stores tickets processed.....	43,117

In addition to the above, 100 requisitions involving 160 items were processed at the request of the Suggestion Award Board.

Stores Division

Forty-one stores units are now in operation from coast to coast.

The functions of the five main stores are divided into two categories. The first category consists of the Paper, Printing and Maintenance stores, servicing the main plant and outside printing units. The second category comprized of the Stationery and Office Machine stores, service the requirements of customer departments. In addition, the Typewriter and Office Machine main stores provide sub-stores with sufficient spare parts to maintain repair service in the eleven units located across the country. The following is a summary of the Main Stores transactions completed during the year:

Paper Stores

During the year 1,627 requisitions were raised to replenish the stock in this store. The above is broken down as follows:

1214 Requisitions for Bond paper totalling.....	143,572,419 sheets
256 Requisitions for Envelopes totalling.....	25,918,475 envelopes
29 Requisitions for Cartons totalling.....	29,000 cartons
24 Requisitions for Woodboard boxes totalling....	100,000 boxes
100 Requisitions for Millboard totalling.....	300 tons
4 Requisitions for Book paper totalling.....	400 tons

The inventory of the above store, at March 31, 1956, indicated a total of 529 different items in stock with a value of \$574,322.47.

Printing Stores

Purchase Requisitions raised for supplies.....	1,263
Receipt Vouchers raised for incoming shipments.....	1,215
Issue requisitions filled.....	6,972
Memoranda and Delivery slips.....	749

The inventory of the above store, at March 31, 1956 indicated a total of 821 stock items valued at \$135,983.37.

Maintenance Stores

Purchase Requisitions raised for supplies.....	1,151
Shipments received.....	1,575
Issue requisitions filled.....	7,323

The inventory of this store at March 31, 1956 indicated a total of 3,750 items in stock with a value of \$44,600.51.

Stationery Stores

Invoices filled, packaged and delivered.....	32,411
Shipments forwarded to points outside of Ottawa.....	20,977
Shipments delivered in Ottawa.....	11,962
Shipments received.....	6,796

The above is further broken down as follows:

88,461 pieces, weighing.....	15,710,377 lbs. delivered locally
12,974 pieces, weighing.....	84,380 lbs. delivered by mail
47,595 pieces, weighing.....	2,892,889 lbs. shipped by freight
6,860 pieces, weighing.....	143,467 lbs. shipped by express
8,734 pieces, weighing.....	485,903 lbs. shipped by motor transport

The inventory conducted at this store at March 31, 1956, indicated 1,217 different items in stock, with a value of \$889,970.46.

Outside Units

The inventory value of all Outside Printing Units, Sub-Stores at March 31, 1956 has been placed at \$249,527.55. It is necessary to maintain these sub-stores at this level in order to meet the demand for stock to complete jobs for customer departments. At the year end obsolete and unserviceable stock to the value of \$1,527.58 was available for write-off to Crown Assets Disposal Corporation from Printing Stores. This stock is held for disposal in Condemnation Stores. The total inventory value for all stores at March 31, 1956 amounted to \$2,172,718.47.

Art and Illustration Division

During the fiscal year ending March 31, 1956, the Art and Illustration Division completed 66 projects.

¹Weight includes 765 tons of materials moved from four warehouses to the new National Printing Bureau in Hull, P.Q.

The list of Departments served, the number of projects completed for each Department, and the approximate cost of the projects are as follows:

Department	Number of Projects completed	Approx. Cost
R.C.A.F.....	3	\$ 6,624
Army.....	7	3,695
Citizenship and Immigration.....	3	3,066
Civil Service Commission.....	1	154
Defence Research Board.....	1	518
External Affairs.....	1	33
Finance.....	2	2,525
Labour.....	9	17,222
Mines and Technical Surveys.....	1	177
National Harbours Board.....	2	17,258
National Health and Welfare.....	14	44,547
National Research Council.....	1	1,665
National Revenue.....	2	2,192
Printing Bureau.....	7	325
R.C.M.P.....	7	76,544
Suggestion Award Board.....	4	223
Transport.....	1	6,118
	<hr/> 66	<hr/> 182,986

Many other projects are at present in active production. The list above includes only those projects that were completed and delivered to customer departments during the year.

OFFICE MACHINE DIVISION

Repair Operations:

Repair calls.....	33,630
Overhauls.....	5,622
Repair hours.....	14,149
Commercial estimates checked.....	765
Repairs authorized for outside firms.....	4,753
Condemnations issued.....	1,021
Total operating cost.....	\$ 182,395.51

It is estimated that the cost of similar repairs by commercial firms would amount to \$288,845, and that a saving of over \$106,449.49 was realized. In addition to this saving, our mechanics serviced an additional 5,277 pieces of equipment without charge and distributed 1,848 pieces of new equipment.

Distribution of surplus equipment under T.B. 481131

Requisitions filled by surplus equipment.....	271
Machines received.....	569
Machines supplies.....	429
Surplus machines supplied in lieu of rental.....	65
Encumbered value of requisitions filled.....	\$110,659.10

OFFICE MACHINE DIVISION—*Continued**Bulk Purchases made from July 11*

Make	Number	Cost	Saving
Typewriters.....	821	\$ 175,010 90	\$ 2,915 65
Adding machines.....	190	35,015 00	13,270 00
Calculators.....	3	1,810 00	230 00
Copy holders.....	255	6,550 50	911 50
Postal scales.....	134	965 50	100 50
P.R. stands.....	64	295 80	51 70
Trimming boards.....	76	1,702 00	300 00
Gum tape disp.....	150	1,088 00	389 50
Dictating machines.....	155	39,747.30	282 00
Total.....		<u>\$ 262,185 00</u>	<u>\$ 18,450 85</u>

This saving of \$18,450.85 was made possible through the operation of Office Machine Sections throughout the country. Bulk purchases were made and equipment stored for distribution to Departments. The supply of less expensive equipment was a source of additional savings.

National Defence Surplus Stores

Typewriters.....	109
Adding machines.....	5
Duplicators.....	21
Total encumbered value.....	\$ 38,330 95

Due to the great demand for equipment within the three armed services of the Department of National Defence, their surplus equipment is re-issued for use within that Department. This equipment is classed as material declared surplus under the terms of T.B. 481131 as the same procedure must be followed by our disposal officer. The value of requisitions thus encumbered amounted to \$48,330.95.

Accounts covering commercial repairs:

Invoices received.....	13,530
Value of invoices.....	\$300,748 71
Repair authorizations issued.....	4,753

General Office:

Requisitions received for new equipment.....	4,218
Disposal Instructions issued.....	1,059
Stores requisitions raised.....	374
Parcels mailed.....	379
Estimates checked from commercial firms.....	721
Mail, letters and memoranda.....	11,301
Express shipments.....	1,065
Express receipts.....	2,130

To sum up, it is interesting to note that through the various methods the following savings were derived:

Repairs carried out by various units.....	\$106,449 49
Reallocation of surplus equipment.....	110,659 10
National Defence surplus equipment.....	<u>48,330 95</u>
Total.....	<u>\$265,439 54</u>

OFFICE MACHINE DIVISION—*Concluded**Expansion*

A branch office and mobile unit were established at Winnipeg to serve the Department of National Defence installations at Shilo, MacDonald, Rivers, and Winnipeg. An additional mobile unit was placed in service at our Montreal Unit for the servicing of equipment at Dorval, Lachine, Saint Hubert, Saint John, and Nicolet, serviced previously by local firms. Repair service to Goose Bay was provided from Montreal, using transport facilities of the R.C.A.F.

Inventory of Office Machines

Effective April 1st, 1955, the payment of all maintenance costs became a responsibility of this Division. The preparation of a complete inventory of all office machines belonging to the federal government was started. Inventory record cards were supplied to all departments and necessary data requested by circular letter.

Publications Branch

The Publications Branch, under the direction of the Superintendent of Government Publications, is entirely a service agency engaged in cataloguing and distributing publications of the Federal Government. It discharges four primary functions all provided for by law and Treasury Board regulations: (a) the compilation and issuance of official catalogues and price lists; (b) the sale of Government publications; (c) the distribution of official publications to designated depository libraries and to persons and institutions entitled to receive them free of charge; and (d) mailing service for other agencies of the Government including the maintenance of mailing lists.

Official Catalogues and Publicity

The main work of the Catalogue and Publicity Division consists of systematic cataloguing and classification of all official publications of Parliament and the various departments of the Government of Canada to permit prompt and accurate answers to inquiries concerning availability, prices and distribution of official publications, as well as the speedy processing of orders.

The Division compiled and published regularly in bilingual editions (1) the Daily Checklist of Government Publications, (2) the Monthly Catalogue, and (3) the Annual Catalogue. A sectional catalogue entitled "Labour Publications" listing all available publications of the Department of Labour as well as legislative, parliamentary, judicial and other documents relating to labour was compiled and published during the year. The Section completed the classification of all parliamentary documents held in stock by the Department and occupying 2,730 linear feet of shelving.

Approximately 13,500 letters of inquiry were referred to the Section during the year.

Publications of general or topical interest offered for sale by the Department were advertised in 6 issues of the Selected Titles Bulletins and 26 separate direct mail leaflets or circulars issued in bilingual, or separate English and French editions, according to the language of the publications advertised. Promotion circulars issued and mailed during the year averaged 173,900 per month for a year's total of 2,087,630.

Thirty-five advertisements of official publications of special interest appeared in selected magazines and newspapers throughout Canada, and three displays of publications were organized during the year.

Free Distribution

The persons and institutions in the categories listed below received current publications free of charge in accordance with the regulations relating to the distribution of government publications (T.B. 477983):

- (a) the Library of Parliament, 5 copies
- (b) the National Library of Canada, 2 copies
- (c) list of 31 Full-Depository libraries, 1 copy.

One copy of current publications was sent on request from the Daily Checklist in accordance with the list of eligibility established by Section D-2 (a to m) of the Regulations cited above. Average free distribution was 100 copies of each publication.

Sale of Government Publications

Total sales of publications and advertising in the Canada Gazette for the fiscal year 1955-56 amounted to \$560,306.75, deposited in the Treasury as miscellaneous receipts, an increase of \$67,304.73 over 1954-55. This fact, plus an increase of more than 4 per cent over 1954-55 in inquiries about publications, is evidence of a continuing high interest by the public in Government publications.

The following figures relating to the sale or free distribution of Government publications and advertising in the Canada Gazette, Part I, show appropriations voted, expenditures and cash receipts, plus a comparison of revenues for the fiscal years 1954-55 and 1955-56:—

CASH RECEIPTS, FISCAL YEAR 1955-56

1. REVISED STATUTES OF CANADA.....	\$ 11,520 00	
2. ANNUAL STATUTES.....	26,915 00	
3. CANADA GAZETTE		
Subscriptions (Departments).....	\$ 3,292 00	
(Public).....	14,567 74	
Single copies (Departments).....	250 00	
(Public).....	547 00	
Advertising.....	60,865 91	
Total.....	\$ 79,522 65	
		79,522 65
4. GENERAL PUBLICATIONS		
Subscriptions (Departments).....	\$ 15,466 98	
(Public).....	55,696 08	
Publications (Departments).....	74,424 61	
(Public).....	296,761 41	
Total.....	\$442,349.08	
		442,349 08
Total Cash Receipts, 1955-56.....		\$560,306 73

REVENUES AND EXPENDITURES 1955-56

	Appropriations	Expenditures	Revenues
Vote 351—Annual Statutes.....	\$ 35,000 00	\$ 34,494 13	\$26,915 00
Vote 350—Canada Gazette.....	110,000 00	109,979.45	79,522 65
Vote 349 (9c)—Publications.....	355,000 00	337,478 52	442,349 08
Vote 349 (9a)—Free Publications...	25,000 00	19,954 25	free
Revised Statutes ¹	—	—	11,520 00

COMPARISON OF REVENUES 1954-55 WITH 1955-56

	1954-55	1955-56
CANADA GAZETTE.....	\$110,872 00 ²	\$ 79,522 65
REVISED STATUTES.....	14,355 00	11,520.00
ANNUAL STATUTES.....	22,325 00	26,915 00
PUBLICATIONS		
To Parliament and Departments.....	63,797 00	89,891 59
To Public.....	281,653 00 ³	352,455 49
	\$493,002 00	\$560,306 73

¹Copies of the Revised Statutes of Canada, 1952, were paid by a special vote of Parliament. Total revenues from sales of R.S.C. since printed amount to \$123,840.00.

²Includes an approximate amount of \$19,000 in sales of reprints credited in error to the Canada Gazette revenues in 1954-55.

³Public Accounts shows an amount of \$303,978.00 which includes \$22,325.00 representing revenues from sales of Annual Statutes in 1954-55.

Against expenditures of \$337,478.52 for the printing and binding of official publications offered for sale, revenues amounted to \$442,349.08, the cash receipts exceeding the printing costs by \$104,870.56.

The expenditures include the cost of printing the Daily Checklist and the Monthly and Annual Catalogues.

Sales of miscellaneous publications to the general public amounted to \$352,455.49 in comparison with \$281,653.00 in 1954-55, a 25 p.c. increase of \$70,802.49.

The following comparative statement for the fiscal years 1952-53, 1953-54, 1954-55 and 1955-56 indicates the increased volume of work performed by the Branch:

	1952-53	1953-54	1954-55	1955-56
Letters received, including requests accompanied by remittances.....	93,625	95,406	98,950	100,860
Orders processed through the cash register machine.....	60,504	68,885	86,639	97,952
Letters answered.....	42,647	43,365	46,410	47,120
Requisitions received.....	2,980	3,415	3,746	3,843
Invoices issued.....	57,815	58,410	59,915	60,210
Departmental Post Office:				
Mail bags despatched.....	25,952	27,252	26,255	30,167
Registered Mail (number of pieces).....	6,588	8,903	5,396	3,934
Insured parcels.....	18,839	18,661	11,840	11,487
Letters mailed.....	442,534	443,780	448,820	997,747

Free Distribution of Statutes and Statutory Orders and Regulations

Free distribution of the Revised and Annual Statutes of Canada is regulated by the Publication of Statutes Act, Ch. 230, R.S.C. 1952.

Regulations governing the free distribution to authorized categories are contained in Order in Council P.C. 1953-609, dated April 27, 1953, as amended by P.C. 1953-1661, dated October 28, 1953, which also provides that the recipients may automatically receive a similar number of semi-monthly editions of Canada Gazette, Part II, printed in the same language.

Distribution is made on written request only. In the case of provincial judiciary or officials, service is furnished on application by the Attorney General or Provincial Secretary; copies are sent to Federal departments' officials when personally recommended by the Deputy Minister of the Department concerned.

The authorized free distribution of Annual Statutes for 1955 was made as follows:

	English	French
Office of the Governor General of Canada (bound in half-calf) . .	1	1
Office of the Speaker of the House of Commons.....	1	—
Office of the Speaker of the Senate.....	1	1
Office of each member of the Government of Canada.....	24	3
Office of the Leader of the Opposition.....	1	1
Members of the House of Commons.....	231	141
Members of the Senate.....	56	28
Members of Provincial Governments and elected members of the Yukon and Northwest Territorial Councils.....	114	19
Officials of Provincial Governments and of the Yukon and Northwest Territorial Councils.....	575	237
Members of the Judiciary of Canada.....	826	195
Officials of the Senate, of the House of Commons and of the various departments of the Government of Canada.....	296	50
Library of Parliament and the National Library.....	11	7

	English	French
Provincial legislative, university, law faculty college and public libraries in Canada.....	106	42
Canadian Embassies, and Consular posts, Canadian Trade Commissioners and United Nations.....	69	12
Members of and officers of the governments of countries other than Canada, universities and other institutions therein, if in the opinion of the Queen's Printer it is in the public interest.....	36	5
	<hr/> 2,348	<hr/> 742

Of the above, 1,403 officials requested retention of their names on the mailing list for English copies of Canada Gazette Part II while 527 requested similar free service for the French edition.

A consolidation of the Statutory Orders and Regulations in four volumes was issued in 1955. Because of the estimated high printing costs involved, the department circularized all those entitled to free sets to find out the number that should be printed and this kept the quantity printed to a minimum. As a result, the free distribution totalled 1,374 English and 499 French sets.

Central Mailing and Addressing Service

The Branch operates a free mailing service of publications for other departments and also services their mailing lists. In addition to the actual mailing of publications and periodicals, this service includes the storage of publications pending distribution, and the embossing of all plates. Additional automatic equipment was obtained to enable the Branch to cope with the steadily increasing work-load as more departments are transferring the physical mailing of their publications for greater economy and efficiency.

This equipment features a high-speed mailing machine which can affix up to 16,000 labels per hour from pre-addressed and perforated tapes.

The Publications Branch was able to extend during the year, with the co-operation of other Government agencies, the number of publications and periodicals that we handle as "self mailers", the publications being mailed flat, without the use of an envelope or wrapper.

For a number of years, the department lacked sufficient space for storing its publications stock, and consequently was compelled to lease outside storage area in four buildings. As space became available in the National Printing Bureau, Hull, P.Q., the Publications Branch performed the storage removal operation to the new site along with the transfer of surplus stocks from other departments. This huge job was done by branch personnel without using additional help and therefore at considerable savings to the public service.

In a year of such progress, the Publications Branch staff at all levels deserve particular credit, for their task has not been easy. We are grateful for their fine teamwork and their loyalty.

Technical Research Committee

The Technical Research Committee during the past year has conducted a total of one hundred and eighty-five investigations, with accompanying reports for each, which have resulted in substantial savings.

Surveys were conducted on methods of production, simplification of work processes, new equipment, printing, duplicating, stationery and office machine maintenance requirements both in Ottawa and federal offices across Canada, so as to retain the highest efficiency and economy.

Government departments were advised on matters pertaining to printing and stationery through the medium of meetings with executive officers and personnel of the Department concerned and by displays and explanations of new equipment and methods.

Twenty-nine circular letters were issued to government departments on matters such as savings through requisitioning of paper, purchase of office machines, typewriter repairs and maintenance, and suggestions for better typography.

It is considered that the proper application of the advice and instructions contained in these circular letters will result in substantial savings and better service to the Federal Government as a whole.

Personnel

On March 31, 1956, the staff of the department comprised 510 clerical employees as compared with 476 last year and 976 Prevailing Rate employees in the printing and other trades as compared with 919 last year, an increase of 34 clerical employees and 57 prevailing rate employees respectively.

Following is a statement of the departmental staff strength over the past ten years:

1947.....	769	1952.....	1,132
1948.....	785	1953.....	1,220
1949.....	786	1954.....	1,328
1950.....	991	1955.....	1,395
1951.....	1,041	1956.....	1,486

The overall staff increase indicated above is due largely to a corresponding expansion in the services provided by the department. A substantial portion of this additional staff was transferred from other departments and is not an increase in the overall government personnel strength.

The staff turnover during the past year involved 266 appointments and 175 separations. A total of 25 local promotion competitions were conducted during the year which resulted in a like number of promotions and transfers within the organization of the department.

Following is a statement of the First Aid clinical contacts during the year:

Employees interviewed.....	1,941
Casual illnesses.....	1,614
Accidental injuries.....	327
Accident cases—	
Accidents referred to Compensation Board.....	52
Hospital and Home visits.....	9
Number of employees referred to family physician.....	45
Number of employees referred to Civil Service Health Division.....	4

Financial Services Branch

In past years it has been the custom for the Chief Treasury Officer of this department to prepare and submit the report covering the financial aspect of the operations of this department.

This year however, with the transfer effective April 1, 1955, of the functions of costing and accounts receivable from the local Treasury Branch to the Financial Services Branch, the preparation and submission of the financial reports of these activities became the responsibility of that Branch.

The complete details of the financial operations of the department for the fiscal year ended March 31, 1956, are shown in the following schedules:

1. Statement of the Queen's Printer's Advance Account;
2. Statement of Consolidated Profit or Loss;
3. Details of Printing and Stationery Branch Inventories;
4. Amounts charged against Parliament and to the Departments for Printing for the Fiscal Year;
5. Amounts charged against Parliament and the Departments for Printing for the last five Fiscal Years;
6. Amounts charged against Parliament and the Departments for Stationery for the last five Fiscal Years;
7. Details of Expenditures by Votes;
8. Details of Ordinary Revenue;
9. Comparative Statement of Revenue and Expenditure on Account of *Canada Gazette*;
10. Graph depicting Comparative Printing Sales;
11. Comparative Statement of Volume of Various Transactions Performed by the Financial Branch.

Of the \$4,000,000 in the Queen's Printer's Advance Account at March 31, 1956, there was a credit balance with the Receiver General of Canada of \$1,512,839, and \$2,416,141 invested in inventories and accrued charges.

Normally, during the year, the amount on credit with the Receiver General of Canada is seldom more than sufficient to cover our monthly payroll and accounts payable. However, at the end of the year all our accounts receivable representing amounts owed to this department by parliament and government departments are liquidated and, in addition, inventories of printing materials and work-in-process are reduced to the minimum. This results in a considerable increase in the credit with the Receiver General as at that date.

As at March 31, 1955, our inventories of printing materials, stationery and typewriter stores amounted to \$2,168,711 as compared with the total inventory at March 31, 1956, of \$2,416,141. This increase of \$247,430 represents largely an increase in the cost of materials.

Schedule 10 shows a graph indicating the comparison between work produced by this department and printing purchased from commercial houses. It will be noted that the proportion between inside and outside printing sales remains constant.

Schedule 1

Statement of Queen's Printer's Advance Account as at March 31, 1956

CURRENT ASSETS		CURRENT LIABILITIES	
Credit Balance with Receiver General.....	\$ 1,512,839	Accounts Payable.....	\$ 17,053
Accounts Receivable.....	203,901	Accrued Wages.....	115,828
Inventories		Queen's Printer Advance Account.....	4,000,000
Work-in-Process.....	163,444		
Stores.....	2,241,546		
(Stores valued at average cost)			
Postage.....	1,834		
Machine Rental.....	9,317		
	<u>2,416,141</u>		
	\$ 4,132,881		\$ 4,132,881

N.B.—A net profit of \$38,897 was transferred as Revenue-Return on Investment for the current year operations.

Paper and Art Work Supplied on Outside Work.....	5,587,884				122,536	5,925,986
	<u>12,190,971</u>				<u>787,461</u>	<u>15,615,189</u>
COST OF GOODS SOLD.....		2,636,757				
	<u>37,482</u>	<u>108,554</u>			<u>-8,189</u>	<u>137,847</u>
GROSS PROFIT OR LOSS.....						
OTHER OPERATING EXPENSES						
Professional and Special Services.....	33,867					33,871
Travelling Expenses.....	16,531		4			21,484
Postage.....	1,174		4,953			1,386
Telephone and Telegraph.....	2,960		212			4,369
Office Supplies.....	<u>35,237</u>		<u>1,409</u>			<u>37,840</u>
			<u>2,603</u>			
NET PROFIT OR LOSS.....	<u>-52,287</u>	<u>108,554</u>			<u>9,181</u>	<u>98,950</u>
					<u>-17,370</u>	<u>38,897</u>

*An amount of \$122,536 covering paper issued from our stores and supplied on outside work, appears in the Public Accounts as part of Printing Purchases.

**The value of outside work is included in the Public Accounts with Stationery Purchases.

Schedule 3

Details of Inventories as at March 31, 1956

Printing

Material in Main and Sub-Stores	
Paper Stores.....	\$ 574,322
Printing and Sundry Stores.....	135,983
Maintenance Stores.....	44,601
Bindery Sub-Stores.....	6,920
Press Sub-Stores.....	1,088
Linotype Sub-Stores.....	62,793
Monotype Sub-Stores.....	1,096
Victoria Island Sub-Stores.....	32,032
Canadian Building Sub-Stores.....	28,456
Nicholas St. Sub-Stores.....	9,053
Bureau of Statistics Sub-Stores.....	35,455
Microfilm Sub-Stores.....	13,777
Cartier Square Sub-Stores.....	17,538
Preston St. Sub-Stores.....	7,916
Besserer St. Sub-Stores.....	3,702
Halifax Sub-Stores.....	27,276
Esquimalt Sub-Stores.....	10,987
Vancouver Sub-Stores.....	5,253
Toronto Sub-Stores.....	13,968
Montreal Sub-Stores.....	5,795
Cobourg Sub-Stores.....	6,079
Winnipeg Sub-Stores.....	14,495
Kingston Sub-Stores.....	4,564
Edmonton Sub-Stores.....	2,958
Camp Borden Sub-Stores.....	4,701
Clinton Sub-Stores.....	3,262
Excise Tax Sub-Stores.....	2,260
Work-in-Process.....	163,444
Stores Condemnation Account.....	1,528
Material Returns.....	965
Machine Rental.....	9,317
Paper Consignment.....	60,427
Fire Loss Account.....	7,276
Drum Containers.....	190
Postage and Meter Balance.....	1,834
	<hr/> \$1,321,311
Stationery.....	889,970
Typewriter and Office Machine.....	204,860
	<hr/> \$2,416,141

Schedule 4

Amounts Charged Against Parliament and the Departments for Printing, Lithographing, Binding, etc., for the Fiscal Year Ended March 31, 1956

Department	Outside Printing	Inside Printing	Total
	\$	\$	\$
Agriculture.....	178,310	239,546	417,856
Archives—Public.....	8,801	15,627	24,428
Auditor General's Office.....	68	1,736	1,804
Canadian Broadcasting Corporation.....			
Chief Electoral Officer.....	149,627	37,328	186,955
Citizenship and Immigration.....	109,169	81,646	190,815
Civil Service Commission.....	10,548	36,994	47,542
Defence Production.....	25,268	14,493	39,761
Exchequer Court.....	128	1,276	1,404
External Affairs.....	108,707	73,536	182,243
Finance.....	416,287	149,137	565,424
Fisheries.....	31,338	27,893	59,231
Governor General's office.....	2,008	2,133	4,141
House of Commons.....	36,639	685,432	722,071
Insurance.....	230	77,352	77,582
International Joint Commission.....	40	109	149
Justice.....	2,294	30,241	32,535
Labour.....	577,155	224,147	801,302
Library of Parliament.....	38	7,157	7,195
Mines and Technical Surveys.....	43,347	121,464	164,811
National Defence.....	1,458,633	1,860,272	3,318,905
National Film Board.....	27,971	8,298	36,269
National Gallery of Canada.....	586	1,937	2,523
National Harbours Board.....	11,388	3,610	14,998
National Health and Welfare.....	283,536	61,658	345,194
National Research Council.....	9,424	87,580	97,004
National Revenue.....	610,878	219,343	830,221
Penitentiaries.....	8,485	945	9,430
Post Office.....	350,271	413,263	763,534
Privy Council.....	552	55,397	55,949
Public Printing and Stationery.....	165,360	668,673	834,033
Public Works.....	25,602	43,479	69,081
Resources and Development.....	205,972	74,206	280,178
Royal Canadian Mounted Police.....	102,469	33,823	136,292
Secretary of State.....	2,166	554,746	556,912
Senate of Canada—Debates.....	16,538	20,230	36,768
Supreme Court.....	22	34,893	34,915
Trade and Commerce.....	126,456	432,926	559,382
Transport.....	252,198	111,199	363,397
Transport Commissioners.....	1,262	11,072	12,334
Veterans' Affairs.....	110,719	83,645	194,364
Miscellaneous:			
Atomic Energy Control Board.....		420	420
Bank of Canada.....	75,391	1,117	76,508
British Ministry of Pensions.....		16	16
Canadian Arsenal Limited.....		322	322
Canadian Maritime Commission.....	81	1,205	1,286
Central Mortgage and Housing Corporation.....			
Defence Construction "1951" Ltd.....	42	2	44
Eastern Rockies Forest Conservation Board.....			
Eldorado Mining.....		118	118
Export Credits Corp. Ltd.....		16	16
Foreign Exchange Control Board.....			
St. Lawrence Seaway Authority.....	41,880	28,881	70,761
United Kingdom Service Liaison Staff (Air).....		30	30
United Kingdom Payments Office.....			
Wartime Prices and Trade Board.....			
	5,587,884	6,640,569	12,228,453

Schedule 5

Amounts Charged Against Parliament and the Departments for Printing, Lithographing, Binding, etc., for the Last Five Fiscal Years

Department	1951-52	1952-53	1953-54	1954-55	1955-56
	\$	\$	\$	\$	\$
Agriculture.....	329,470	453,992	398,429	397,540	417,856
Archives—Public.....	9,598	12,540	18,876	25,162	24,428
Auditor General's Office.....	1,663	1,181	3,280	1,776	1,804
Canadian Broadcasting Corporation.....	240	237	511	526
Chief Electoral Officer.....	177,073	117,982	19,398	30,447	186,955
Citizenship and Immigration.....	181,729	271,874	177,787	227,699	190,815
Civil Service Commission.....	27,869	43,415	37,247	41,173	47,542
Defence Production.....	98,344	42,041	23,052	30,338	39,761
Exchequer Court.....	1,567	772	2,609	1,370	1,404
External Affairs.....	110,397	158,598	173,108	192,780	182,243
Finance.....	605,656	639,311	617,865	575,614	565,424
Fisheries.....	42,653	56,325	56,975	43,580	59,231
Governor General's Office.....	2,633	10,552	6,058	4,507	4,141
House of Commons.....	453,438	585,766	527,595	578,817	722,071
Insurance.....	58,329	71,975	76,603	87,447	77,582
International Joint Commission.....	121	143	337	99	149
Justice.....	43,247	214,954	91,478	35,142	32,535
Labour.....	636,326	826,034	644,882	707,419	801,302
Library of Parliament.....	7,728	5,298	6,248	6,074	7,195
Mines and Technical Surveys.....	154,830	162,219	189,465	160,577	164,811
National Defence.....	2,461,126	3,358,032	2,833,207	2,910,685	3,318,905
National Film Board.....	52,589	41,787	46,714	39,575	36,269
National Gallery of Canada.....	1,522	2,632	1,110	1,219	2,523
National Harbours Board.....	4,102	9,263	7,237	14,079	14,998
National Health and Welfare.....	396,787	364,864	337,583	323,627	345,194
National Research Council.....	30,879	57,612	61,705	100,426	97,004
National Revenue.....	789,088	751,075	844,407	821,357	830,221
Northern Affairs and National Resources.....	413,317	207,692	326,970	298,834	280,178
Penitentiaries.....	8,975	13,034	7,666	9,465	9,430
Post Office.....	653,426	727,291	730,991	869,394	763,534
Privy Council.....	55,788	23,221	5,809	4,467	55,949
Public Printing and Stationery.....	871,626	630,257	739,558	840,755	834,033
Public Works.....	37,153	42,675	53,179	52,953	69,081
Royal Canadian Mounted Police.....	129,248	131,021	144,351	158,201	136,292
Secretary of State.....	391,426	432,612	459,876	482,720	556,912
Senate of Canada.....	25,571	26,955	20,130	26,309	36,768
Supreme Court.....	22,778	35,831	29,553	32,649	34,915
Trade and Commerce.....	699,983	638,715	706,636	616,191	559,382
Transport.....	248,974	280,298	255,478	358,998	363,397
Transport Commissioners.....	8,403	8,722	9,267	12,945	12,334
Veterans Affairs.....	139,110	154,511	152,170	184,273	194,364
Miscellaneous—					
Atomic Energy Control Board.....	389	577	466	96	420
Atomic Energy of Canada Limited.....	1	370
Bank of Canada.....	105,508	92,430	113,995	94,428	76,508
British Ministry of Pensions.....	239	1,000	1,537	1,346	16
Canadian Arsenals Limited.....	95
Canadian Commercial Corporation.....	309	322
Canadian Maritime Commission.....	699	690	879	790	1,286
Canadian Overseas Telecommunication Corporation.....	12
Canadian Standard Association.....	1,031
Central Mortgage and Housing Corporation.....	805	930
Crown Assets Disposal Corporation.....	4
Defence Construction (1951) Ltd.....	44
Eldorado Mining and Refining Limited.....	10	99	118
Export Credits Corporation.....	121	16
Export Credits Insurance Corporation.....	8
Foreign Exchange Control Board.....	36,202	5,103
St. Lawrence Seaway Authority.....	20,816	70,761
Trans-Canada Highway.....	488
United Kingdom Air Liaison Mission.....	178	70
United Kingdom Service Liaison Staff—Air.....	153	97	30
War-time Prices and Trade Board.....
Adjustment.....	Cr. 235
	10,528,802	11,713,180	10,963,781	11,426,982	12,228,453

Schedule 6

Amounts Charged Against Parliament and the Departments
for Stationery for the Last Five Fiscal Years

Department	1951-52	1952-53	1953-54	1954-55	1955-56
	\$	\$	\$	\$	\$
Agriculture.....	393,742	357,922	348,839	315,728	131,670
Archives—Public.....	12,632	16,130	10,236	8,944	2,550
Auditor General's Office.....	4,105	2,088	1,734	1,622	778
Canadian Broadcasting Corporation.....	7	21	4	19	11
Chief Electoral Officer.....	10,905	4,912	1,531	1,033	272
Citizenship and Immigration.....	405,874	445,828	486,424	485,716	168,773
Civil Service Commission.....	51,944	55,010	55,857	61,512	37,776
Defence Production.....	336,033	171,339	93,379	84,545	47,519
Exchequer Court.....	3,166	1,841	3,263	801	451
External Affairs.....	111,906	120,939	132,983	137,751	48,320
Finance.....	402,567	459,793	376,133	287,600	74,703
Fisheries.....	57,410	47,075	57,169	37,435	24,570
Governor General's Office.....	1,581	3,154	1,976	1,258	683
House of Commons.....	44,122	47,113	40,466	31,891	16,011
Insurance.....	5,372	5,821	8,774	7,599	1,228
International Joint Commission.....	1,177	924	2,133	1,390	539
Justice.....	14,967	24,043	31,992	27,876	10,419
Labour.....	335,804	254,363	284,921	253,845	108,690
Library of Parliament.....	1,642	3,170	4,964	4,301	712
Mines and Technical Surveys.....	200,853	263,971	162,409	147,780	33,602
National Defence.....	4,209,594	4,739,984	4,297,293	4,514,059	1,724,435
National Film Board.....	42,042	35,612	35,448	32,706	12,155
National Gallery of Canada.....	1,325	1,094	1,222	1,490	548
National Harbours Board.....	253	270	545	639	469
National Health and Welfare.....	192,148	179,714	212,641	181,852	71,924
National Research Council.....	7,143	7,756	7,279	5,110	1,552
National Revenue.....	464,239	625,738	587,534	580,958	228,713
Northern Affairs and National Resources.....	102,109	108,268	109,407	100,116	56,426
Penitentiaries.....	77,181	63,579	55,188	54,793	25,910
Post Office.....	498,449	420,740	469,850	449,993	131,396
Privy Council.....	8,580	8,594	7,593	6,812	3,947
Public Printing and Stationery.....	166,067	24,142	28,625	29,367	38,551
Public Works.....	64,930	69,007	88,910	87,486	49,072
Royal Canadian Mounted Police.....	201,210	245,365	245,298	178,780	101,472
Secretary of State.....	25,852	27,134	33,475	34,324	15,841
Senate of Canada.....	4,776	5,827	7,524	4,962	1,515
Supreme Court.....	3,800	3,750	2,603	1,868	914
Trade and Commerce.....	421,472	219,731	183,113	160,929	71,751
Transport.....	396,817	435,771	424,368	318,437	120,151
Transport Commissioners.....	12,854	11,881	12,654	28,257	2,724
Veterans Affairs.....	219,970	175,948	187,281	196,695	138,709
Miscellaneous—					
Atomic Energy Control Board.....	707	788	1,256	738	157
Atomic Energy of Canada Limited.....		20	169	131	
Bank of Canada.....	3,714	2,265	1,621	5,827	4,303
British Ministry of Pensions.....	13	15	24	25	16
Canadian Arsenals Limited.....		4	165	935	120
Canadian Maritime Commission.....	1,499	1,959	1,578	801	371
Central Mortgage and Housing Corporation.....	18	3		3	10
Canadian Commercial Corporation.....					3
Crown Assets Disposal Corporation.....			1,405	2,227	2,593
Defence Construction (1951) Ltd.....					17
Eastern Rockies Conservation Board.....	28	30			
Eldorado Mining and Refining Limited.....					
Export Credit Corporation.....					
Foreign Exchange Control Board.....	88	825			
St. Lawrence Seaway Authority.....				14,117	9,324
United Kingdom Air Liaison Mission.....	243	343			
United Kingdom Payments Office.....	6	28	28	15	11
United Kingdom Service Liaison Staff—Air.....			257	166	197
Wartime Prices and Trade Board.....	954				
Adjustment.....				5	
	9,523,890	9,701,642	9,109,541	8,893,269	3,524,583

The amounts charged against Parliament and the Departments for the fiscal year 1955-56 are for stationery items supplied from the Department of Public Printing and Stationery catalogue and also repairs to office equipment.

In accordance with Treasury Board Minute 478111 dated December 2, 1954, and Treasury Board Minute 481131 dated January 14, 1955, the Department of Public Printing and Stationery is required to audit all invoices for non-catalogue items of stationery and all invoices covering the purchase of office machines, after which the invoices are to be passed to the requisitioning Departments for direct payment to the suppliers.

During the year 1955-56, suppliers' invoices valued at \$5,449,972 were audited and forwarded to the requisitioning Departments for payment.

Schedule 7

Details of Expenditures by Votes

Vote No.		Appropriations	Expenditures	Lapsed
		\$	\$	\$
346	Departmental Administration.....	489,936		
	Salaries and Wages.....		373,474	
	Travelling Expenses.....		3,668	
	Postage.....		206	
	Telephones and Telegrams.....		1,032	
	Publication of Departmental Reports and other Material.....		1,922	
	Office Stationery Supplies and Equipment.....		70,262	
	Sundries.....		1,478	
		489,936	452,042	37,894
347	Purchasing Stationery and Stores.....	494,090		
	Salaries and Wages.....		265,893	
	Professional and Special Services.....		65	
	Travelling Expenses.....		2,294	
	Freight, Express and Cartage.....		141,927	
	Postage.....		8,123	
	Telephones and Telegrams.....		1,880	
	Office Stationery, Supplies and Equipment.....		10,900	
	Materials and Supplies.....		13,919	
	Sundries.....		2,019	
		494,090	447,020	47,070
348	Distribution of Official Documents.....	292,091		
	Total Salaries and Wages.....		209,803	
	Travelling Expenses.....		1,500	
	Freight Express and Cartage.....		11,428	
	Postage.....		13,744	
	Advertising.....		16,934	
	Office Stationery Supplies and Equipment.....		28,040	
	Material and Supplies.....		9,208	
	Sundries.....		700	
		292,091	291,357	734
349	Printing and Binding of Official Publications for sale and Distribution to Departments and the Public.....	380,000		
	Printing Queen's Printer's share of the cost of publications distributed free in accordance with the official list approved by the Governor in Council.....		19,955	
	Printing, etc. for Sales.....		337,524	
		380,000	357,479	22,521
350	Printing of Canada Gazette.....	110,000		
	Printing.....		109,979	
		110,000	109,979	21
351	Printing and Binding the Annual Statutes.....	35,000		
	Printing and Binding.....		34,494	
		35,000	34,494	506
352	Plant Equipment and Replacements.....	547,760		
	Acquisition or Construction of Equipment.....		504,564	
	Repairs and Upkeep of Equipment.....		16,782	
		547,760	521,346	26,414

Schedule 8

Details of Ordinary Revenue

Canada Gazette:

Subscriptions.....	\$ 17,860	
Advertising and extra copies.....	61,663	
	<hr/>	\$ 79,523

Sales of Publications:

Parliament and Departments.....	\$ 89,892	
Public.....	352,457	
Annual Statutes.....	26,915	
Revised Statutes.....	11,520	
	<hr/>	480,784
Sales of Discarded Materials, etc.....		83
Refunds of Previous Years' Expenditure.....		483

Queen's Printer's Advance Account—

Excess of Revenue over Expenditure.....	38,897	
	<hr/>	\$ 599,770
	<hr/>	

Schedule 9

**Comparative Statement of Revenue and Expenditure on Account of Canada Gazette From
the Year 1910 to the Fiscal Year Ended March 31, 1956
(For years before 1910 see prior reports)**

Year	Subscriptions		Total Expend- iture	Revenue				
	Free	Paid		Subscrip- tions	Advertising and extra copies	Total	Profit	Loss
			\$	\$	\$	\$	\$	\$
1910.....	1,692	208	10,957	775	14,219	14,994	4,037
1911.....	1,725	250	12,999	950	15,845	16,795	3,796
1912.....	1,742	258	12,982	979	21,077	22,056	9,074
1913.....	1,754	271	26,996	1,034	30,805	31,839	4,843
1914.....	1,791	284	22,040	1,090	23,063	24,153	2,113
1915.....	1,907	293	30,885	1,122	18,322	19,444	11,441
1916.....	1,901	424	21,802	1,505	28,358	29,863	8,061
1917.....	991	484	20,996	1,677	35,886	37,563	16,567
1918.....	1,000	600	38,946	2,335	29,672	32,007	6,939
1919.....	1,303	797	37,000	3,071	26,343	29,414	7,586
1920.....	1,278	722	50,812	2,746	47,579	50,325	487
1921.....	1,259	1,321	43,521	5,251	56,231	61,482	17,961
1922.....	1,037	1,088	43,345	4,331	73,499	77,830	34,485
1923.....	1,086	1,039	38,520	4,093	78,755	82,848	44,328
1924.....	1,122	1,033	34,726	3,973	68,194	72,167	37,441
1925.....	1,006	969	27,964	4,523	72,900	77,423	49,459
1926.....	1,102	698	28,743	3,442	63,443	66,885	38,142
1927.....	1,248	752	29,555	3,767	64,544	68,311	38,756
1928.....	1,364	686	30,705	3,407	77,836	81,243	50,538
1929.....	1,496	554	34,908	2,773	77,441	80,214	45,306
1930.....	1,583	667	34,784	3,346	90,544	93,890	59,106
1931.....	1,488	762	31,008	3,792	67,405	71,197	40,189
1932.....	1,294	756	29,926	4,404	69,186	73,590	43,664
1933.....	681	549	24,023	4,369	69,467	73,836	49,813
1934.....	650	510	21,196	4,057	51,665	55,722	34,526
1935.....	598	532	20,944	4,159	43,098	47,257	26,313
1936.....	680	530	22,750	4,150	45,145	49,295	26,545
1937.....	648	552	23,611	4,359	43,338	47,697	24,086
1938.....	633	567	25,774	4,413	42,171	46,584	20,810
1939.....	601	599	26,878	4,740	44,565	49,305	22,427
1940.....	575	1,500	29,139	7,356	47,776	55,132	25,993
1941.....	575	1,100	35,863	7,368	38,595	45,963	10,100
1942.....	575	1,950	41,078	13,635	31,402	45,037	3,959
1943.....	575	2,059	56,975	16,305	28,398	44,703	12,272
1944.....	515	1,680	42,583	13,462	23,123	36,585	5,998
1945.....	528	1,545	42,151	12,189	24,129	36,318	5,833
1946.....	525	1,515	48,966	11,172	30,753	41,925	7,041
1947.....	525	1,515	60,067	18,214	34,261	52,475	7,592
1948.....	2,585	2,937	80,023	18,603	41,005	59,608	20,415
1949.....	2,625	2,642	118,359	23,570	59,944	83,514	34,845
1950.....	2,525	2,526	121,150	25,260	86,281	111,541	9,609
1951.....	2,189	2,568	108,794	25,680	83,467	109,147	353
1952.....	2,886	2,572	101,942	25,721	93,161	118,882	16,940
1953.....	2,064	2,549	104,340	16,986	78,582	95,568	8,772
1954.....	3,494	2,344	112,991	19,814	104,350	124,164	11,173
1955.....	3,430	2,183	175,795	16,237	94,635	110,872	64,923
1956.....	2,619	2,142	*109,979	17,860	61,663	79,523	30,456

* Does not include salaries for Editing and Translating: now paid from Sales and Distribution Vote.

Schedule 10



Printing Sales (inside)



Printing Sales (outside)

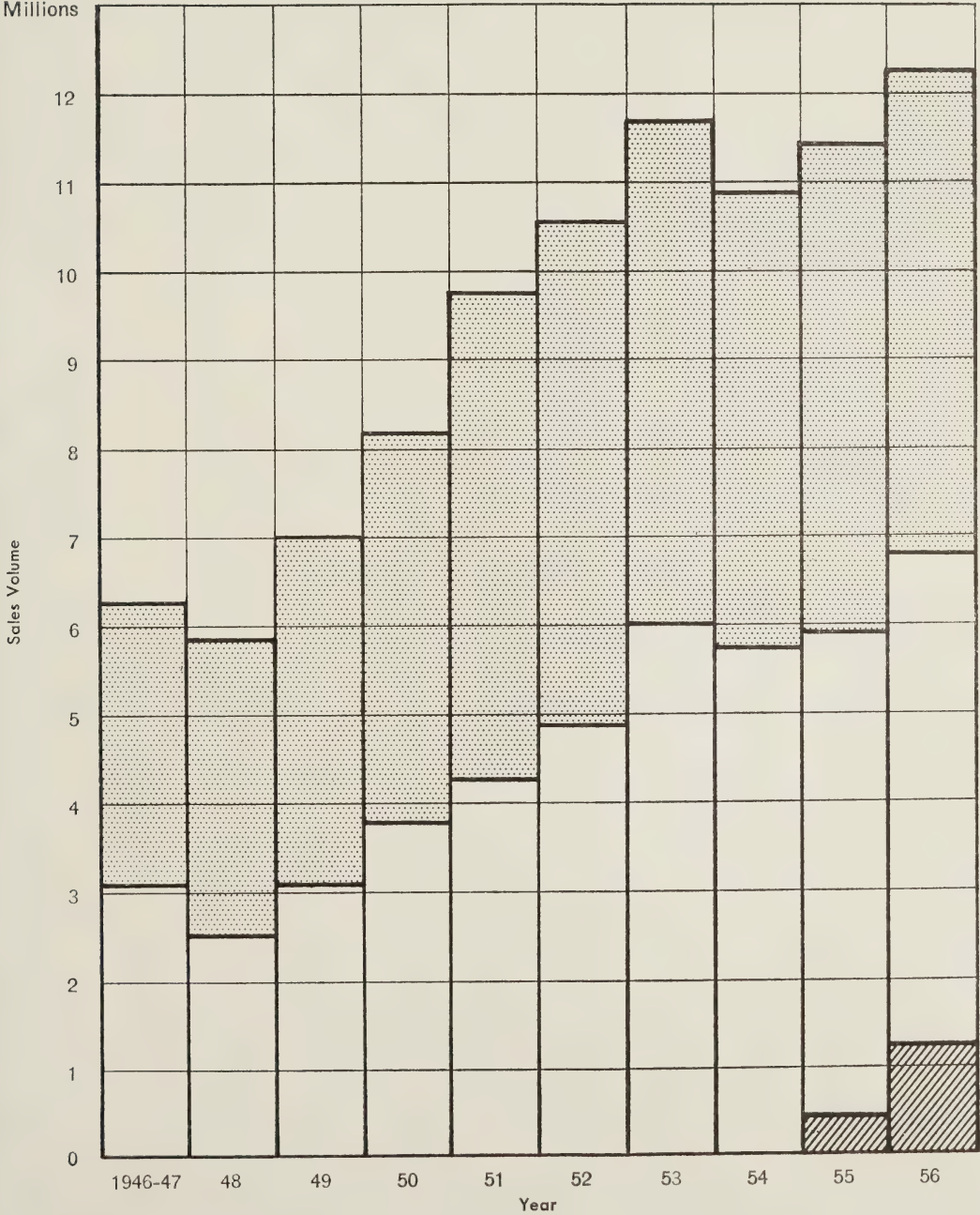


Printing Units Sales (outside)

DEPARTMENT OF
PUBLIC PRINTING
AND STATIONERY

**COMPARATIVE
PRINTING SALES**

\$ Millions



Schedule 11

Comparative Statement of Various Transactions Performed by the Financial Branch
During the Last Two Years

	1954-55	1955-56
Total number of job bags audited.....	33,507	34,756
Outside Printing jobs audited.....	5,306	4,543
Over-the-Counter invoices processed through.....	53,631	97,182

Pre-Edit Section

Stationery Stores requisitions processed.....	25,100	21,977
Number of Items.....	150,952	154,984
Book Unit requisitions processed.....	3,429	disc.
Number of Items processed.....	73,504	"
Paper Stores Tickets processed.....	59,019	60,509
Printing Stores Tickets.....	25,794	43,117

Estimating Section

Request for Estimates.....	871	2,132
Estimates checked.....	712	1,242
Prepared estimates for Outside Printing jobs.....	584	795
Estimates for Publication Branch.....	1,137	2,327
Telephone Enquiries and Verbal estimates.....		4,045

Accounts Payable

Number of Invoices passed.....	121,003	81,795
Number of Outside Printing Invoices passed (included in above total).	10,091	9,461
Total Value of Outside Printing Invoices.....	\$5,471,836	\$5,587,884

EDMOND CLOUTIER, C.M.G., O.A., D.S.P.
QUEEN'S PRINTER AND CONTROLLER OF STATIONERY
OTTAWA, 1956

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